

STAATSBURG LIBRARY BOARD MEETING AGENDA

**Thursday, November 11, 2021**

Attendance: Lorraine Rothman (Director), Bob Linville, David Lund, Carol Davis, Carol Barret, Susan Eagan, Kristen Trubisz, Steven Coleman

Absent: Judy Linville, Wendy Urban-Mead, Luanne Panarotti

**CALL TO ORDER:** 7:00 PM

**PUBLIC COMMENTS** – None

**MINUTES** of September 9, 2021, and October 14, 2021

**Motion:** to accept the Minutes of September 9, 2021 as written

Motion made by: David Lund

Seconded by: Bob Linville

Result: Motion carried unanimously

**Motion:** to accept the Minutes of October 14, 2021 as written

Motion made by: Carol Davis

Seconded by: Kristen Trubisz

Result: Motion carried unanimously

**CORRESPONDENCE**-- None

**TREASURER'S REPORT**

Review Treasurer's Report and Balance Sheet Report

**Motion:** to approve the Treasurer's Report

Motion made by: Luanne Panarotti

Seconded by: Wendy Urban-Mead

Result: Motion carried unanimously

Review List of Bills Abstract 11 of 2021 and Abstract 11 Prepaid of 2021

**Motion:** I move that the List of Bills as of 11/09/2021, identified as "Abstract 11 Prepaid of 2021", totaling an amount of \$ 1,440.64, be approved for payment.

Motion made by: Steven Coleman

Seconded by: Carol Davis

Result: Motion carried unanimously

**Motion:** I move that the List of Bills as of 11/09/2021, identified as "Abstract 11 of 2021", totaling an amount of \$ 10,708.84, be approved for payment.

Motion made by: David Lund

Seconded by: Steven Coleman

Result: Motion carried unanimously

**LIBRARY DIRECTOR'S REPORT**

Please see the Director's report at the end of this document.

**FRIENDS' REPORT**

Susan Eagan gave an update from the Friends' meeting:

- T-Shirt and tote bag sale
- Road Ramble planning
- Brick orders

- Annual letter

## COMMITTEE REPORTS

Audit Committee-- none

Buildings and grounds – Painting and roof repair updates, Replacing rotted window sills

**Motion:** That the Board approve the expense for carpentry repair associated with the exterior of the library in the amount of \$2,057.18 and further approves a deposit into the Operating Account to pay the invoice as presented by Pro Painting of Dutchess County dated November 10,2021.

Motion made by: David Lund

Seconded by: Kristen Trubisz

Result: Motion carried unanimously

History Committee -- none

Landscape – shrubs trimmed for building painting

Long-Range Plan Committee --none

Personnel Committee – Salary letters were sent out. Meeting with Joanne Lown to discuss options for health insurance for Director.

Policy Committee - Competitive Bidding Policy update for approval

**Motion:** to amend the *Procurement Policy and Procedures* policy called *Requirements for Competitive Quotations* to read as follows:

The methods of procurement to be used are as follows: For goods or services purchases in excess of \$5,000 at least two competitive quotations should be obtained.

Motion made by: Bob Linville

Seconded by: David Lund

Result: Motion carried unanimously

## OLD BUSINESS

Library mortgage refinancing – Closing complete in October

## NEW BUSINESS

2020 Report to the Community

**Motion:** to approve the Report to the Community as amended

Motion made by: David Lund

Seconded by: Steven Coleman

Result: Motion carried unanimously

Proposal to raise the AC condenser unit above flood stage

**Motion:** to accept proposal #0136 for \$1750 payment

Motion made by: Bob Linville

Seconded by: Steven Coleman

Result: Motion carried unanimously

Printer/Copier lease renewal

**Motion:** to lease new Konica Minolta bizhub C3350i copier for 60 months at \$84/month

Motion made by: Susan Eagan

Seconded by: Steven Coleman

Result: Motion carried unanimously

Open Meetings Law change

Snow removal service agreement – Carmine’s Lawn & Landscaping, LLC will continue with no change in price

Legal Services fees increase for 2022  
Officers for 2022 to be determined, 2022 Meeting schedule  
Holiday gathering

OTHER – Next meetings

December 9, 2021, 7:00 PM (expense review)

January 13, 2022, 7:00 PM (full meeting)

Meeting adjourned 8:30pm

Respectfully submitted by Kristen Trubisz, November 19, 2021

## Director's Report

November 2020:

- DA meeting:

- **Trustee Handbook Book Club:**

Library Board Meetings | 11/16/2021 | 5:00 PM - 6:30 PM

Join co-authors of the Handbook for Library Trustees of New York State Jerry Nichols and Rebekkah Smith Aldrich for this fun and informative series! Each month trustees are encouraged to read a chapter of the Trustee Handbook and send in questions that the authors will address.

Click here to Register [https://zoom.us/webinar/register/WN\\_p15HhFonQt2\\_Of9waE4LDg](https://zoom.us/webinar/register/WN_p15HhFonQt2_Of9waE4LDg)

Personnel | 12/14/2021 | 5:00 PM - 6:30 PM

Join co-authors of the Handbook for Library Trustees of New York State Jerry Nichols and Rebekkah Smith Aldrich for this fun and informative series! Each month trustees are encouraged to read a chapter of the Trustee Handbook and send in questions that the authors will address.

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- **Circ Trends Report:**

As per the MHLS Action Plan we have created a Circulation Trend Report looking at physical circulation as well as OverDrive eBook and OverDrive eAudiobook circ 2019 vs. 2021. As you are likely quite aware there have been a significant shift in physical and eResource usage in the wake of the pandemic, the data shows a sustained increase in eResource usage and a lagging return of physical circ since the pre-pandemic era:

1. Physical item circ is down, by 35% systemwide.
2. OverDrive eBooks circ is up by 40% systemwide.
3. OverDrive eAudiobooks circ is up 26% systemwide.

These findings justify both the changes made to delivery routes as well as the continued call from the Central Library/Collection Development Advisory Committee for increased investment by member libraries in the OverDrive collection.

- REMINDER: PROPERTY TAX CAP FORMS ARE DUE

Property Tax Cap Forms Due: Libraries with calendar fiscal years (January-December), who have their own board and have ever held a public vote on their budget are required to submit the online Property Tax Cap form prior to the adoption of your 2022 budget. For more

info: <https://www.osc.state.ny.us/local-government/property-tax-cap/real-property-tax-cap-localgovernments?redirect=legacy>

- STATE LAW UPDATES

NYS Department of Labor has issued answers to Frequently Asked Questions regarding recreational marijuana and the workplace: <https://dol.ny.gov/system/files/documents/2021/10/p420-cannabisfaq-10-08-21.pdf>

Chapter 481 of Public Officers Law has been amended to require documents to be discussed at open meetings be made available upon request or posted on the public body's website at least 24 hours prior to such open meeting. This new requirement will take effect November 18, 2021.

A new law signed by Governor Hochul provides for a charge-back of refunds of taxes levied by a school district to association, municipal, and special district public libraries. This law will go into effect January 1, 2022.

Governor Hochul signed legislation that significantly expands the scope of New York Labor Law Section 740 (NYLL 740), the state's "whistleblower" protection law covering all private sector employees. Most notably, beginning in January 2022, employees and independent contractors will be protected for reporting employer activity that they reasonably believe violates any law, regardless of whether the law relates to public safety or whether the activity was an actual violation.

Governor Kathy Hochul signed a bill (S.2928-A/A.06098-A) that expands New York State's Paid Family Leave (PFL) legislation to allow caring for siblings beginning January 1, 2023. Under the current law, employees cannot take leave to care for a sibling with a serious health condition. PFL is employee-paid insurance that provides workers with job-protected, paid time off to bond with a newly born, adopted or fostered child; care for a family member with a serious health condition, or assist loved ones when a member of the family is deployed abroad on active military service. Currently, Paid Family Leave family care covers caring for spouses, domestic partners, children and step-children, parents, parents-in-law, grandparents and grandchildren with a serious health condition. Through this legislation the definition of "family members" expands to include siblings. This includes biological siblings, adopted siblings, step-siblings and half-siblings. These family members can live outside of New York State, and even outside of the country.

NYLA ADVOCACY WEBINARS a. The New York Library Association (NYLA) will begin a six-part series later this month focusing on, Advocacy Fundamentals. Each 90-minute session will spotlight the different aspects of advocating for your library. There is no fee to participate in this series, but registration is required. <https://www.nyla.org/fundamentals-series/>

- STREAMLINING & MODERNIZING LIBRARY AID

A new law amends Education Law 273 to streamline and modernize public library and library system aid formula language. These amendments provide greater flexibility and will ease program and reporting requirements, improve efficiency, and reflect changes in the way library and information services are now delivered. The amendments include:

1. Consolidation of central library development aid and central book aid to create a central library services aid program.
2. Streamlining of public library system basic aid formulas by combining per capita funding streams.
3. Elimination of the separate adult literacy and family literacy grant programs and consolidation of those funds into the public library system coordinated outreach services program formulas.
4. Elimination of the regional bibliographic databases program and consolidation of those funds into the reference and research library resources system (3Rs) basic aid funding formulas.
5. Consolidation of two separate funding amounts for general support of The New York Public Library Research Libraries into one amount.

- SAVE THE DATE: ADVOCACY DAY

Advocacy Day 2022 is scheduled for Wednesday, March 2. It will be very likely be a combination in person and online events.

- CONSTRUCTION PROGRAM SERVICES

Solar Group Purchase with Metro IAF and CPA 9 i. The Mid-Hudson Library System has partnered with Metro Industrial Areas Foundation (Metro IAF) and the Community Purchasing Alliance (CPA) to provide community institutions including MHLS member libraries with affordable options for installing solar panels and generating solar power at their library buildings. This group purchasing program will save participating libraries money on their utility bills while generating clean energy to operate the library. Metro and CPA provide libraries with expertise in the area of solar equipment procurement and installation along with bargaining options that allow libraries to realize savings and incentives not normally available to non-profit and public organizations. For more information, check out the Metro IAF Anchor Institutions Solar Program webinar recording. The slides from the presentation are also available. Libraries interested in participating in the solar group purchasing program should reach out to MHLS Library Sustainability Coordinator, Casey Conlin. Solar-generating capability will be evaluated for libraries interested in participating, and libraries with suitable facilities will be asked to submit electric bills at a later date.

- Staff & Library Procedures:

- New cleaner started – Richard Decker. He is the custodian for the HP Town Hall & the HP Police Department. Working out very well.
- Successful participation in the Great Give Back 2020 –personal hygiene products to the HP schools & planted milkweed to expand our pollinator garden and the pollinator pathway between Rhinecliff & Staatsburg.
- Attended MHLS Annual Meeting with keynote speaker Keynote Speaker: Patty Wong, first Asian-American President of the American Library Association (ALA).
- If you have not submitted your confirmation of Sexual Harassment Prevention Training please get it to me asap. I will try to find another training module for next year – stuck to using what is free and I know covers all the mandated information.
- Discussion –recommendation to become a fine free library.

In October 2021 Brooklyn Public Library, The New York Public Library and Queens Public Library became the latest and largest public library systems in the country to go fine-free. These are the most recent examples of a growing number of libraries and library systems instituting fine-free policies over the last few years. This trend is in part due to the American Library Association (ALA) passing a resolution in January 2019 on Monetary Library Fines as a Form of Social Inequity stating, “The American Library Association asserts that imposition of monetary library fines creates a barrier to the provision of library and information services.”

The pandemic put these inequities into high relief for many communities. Tony Marx, president of the New York Public Library, stated in the organizations press release, “...Unfortunately, fines are quite effective at preventing our most vulnerable communities from using our branches, services, and books,” adding that prohibiting library access would be “the antithesis of our mission.” The three New York City systems have also cleared all prior late fines from patron accounts.

There are currently twenty-four MHLS member libraries that are completely fine free. This number has steadily increased over the last few years from twelve in 2019 and sixteen in 2020 (prior to the pandemic).